

Job Description
Missouri State Highway Patrol

Class Title: Staff Artist I

Title Code: V00081

Effective Date: 06/03/96

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Staff Artist III and/or Division Director

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level professional position in which the individual is responsible for a variety of graphic art projects generated by the Public Information and Education Division. The employee interacts with a variety of individuals within and outside the organization in the completion of work assignments. The employee must be creative in the development of conceptual ideas for a variety of media. Work is performed under general supervision from the supervising Staff Artist III and/or Director, Public Information and Education Division.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Receives requests from division directors, Troop commanders, and staff to prepare, revise, and finalize layouts for brochures, posters, stickers, flyers, booklets, handouts, cards, diagrams, charts, bulletins, fact sheets, calendars, certificates, letterhead, stationary, buttons, slides, etc., utilizing computer and hand-generated techniques.

Confers with requesting source to develop or revise information into a conceptual design, then a workable graphic layout.

Designs two and three dimensional displays and exhibits by sketching on graph paper, colorizing sketch with markers, pencils, etc., and establishing the dimension of completed project; constructs or aids in the construction and completion of these projects by ordering materials, then cutting, painting, lettering, and creating displays.

Prepares a variety of lettering processes for graphic work (e.g., hand-generated print, transfer-type lettering, calligraphy, vinyl-cut letters, personalized lettering, etc.).

Utilizes various artist's tools in performing tasks (e.g., pencils, markers, acrylic and tempera paint, pen, ink, x-acto knife, box knife, paper cutter, waxer, scissors, ruler, t-square, light board, dry mount press, framing gun, pica ruler, opaque pen, hole puncher, compass, protractor, templates, glues, tape, proportion wheel, burnisher, etc.).

Learns how to determine the feasibility of developing requests for artwork by division staff; confers with state printing reference feasibility; works directly with vendors to procure price quotes and oversee the

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production of projects that are not able to be prepared in-house or by state printing; drafts letter and/or bid specifications for project work; interacts with vendor until completion of same.

Prepares or learns how to prepare artwork on computer for negatives; prints artwork to film and develops in accordance with procedures; checks negatives produced for correct densitometry of film utilizing densitometer; overlays, masks, and opaques negatives for projects printed by in-house print shop; works directly with print shop in ordering paper, ink, and any other printing supplies to finalize project; oversees printing of artwork.

Deals directly with Information Systems Division staff and vendors reference computer equipment hardware and software; maintains stock of supplies needed to run equipment, darkroom, and perform all duties.

Maintains work records for daily and yearly summaries of individual time expended on each project; generates statistics reference work performed.

Maintains a list of pending project work and keeps supervisor apprised of same; prioritizes projects according to date received; re-establishes priorities for rush jobs, special requests, etc.

Operates a variety of equipment (e.g., personal computer, printers, telephone, fax machine, image setter, processor, densitometer, scanner, film and poster printers, etc.).

Works with outside agencies on special projects, as requested.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of current graphic art methods and the general principles of lay-out and design.

Knowledge of the principles and techniques of computer graphics.

Knowledge of the various kinds of paper, ink, color matching systems, and chemicals used in duplicating work.

Knowledge of preparation of artwork for printing and printing press production.

Knowledge of color harmony and lettering techniques.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work closely with requesting source in the preparation, revision, and final publication of graphic art projects.

Ability to develop conceptual formats with limited information and direction.

Ability to prepare graphic art projects utilizing a variety of lettering techniques.

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Ability to use artist's tools and office equipment as detailed in the description of duties.

Ability to learn how to make decisions about the feasibility of in-house versus outside art projects and correctly pursues the completion of subcontracted work.

Ability to develop or learn to develop and print negatives using an image setter and processor and prepare the negatives for printing.

Ability to utilize or learn to utilize a variety of computer software packages (e.g., Pagemaker, CorelDraw, Freelance Graphics, ColorWorks, MS Word, Excel, Lotus WordPro, PowerPoint, AS/400, Desk Scan, etc.).

Ability to deal with internal and external computer staff in a professional and effective manner to expedite resolution of hardware and software problems.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to accurately maintain work records and generate statistics from same.

Ability to handle several projects simultaneously and complete work with differing demands in an efficient and timely manner.

Ability to analyze statistical data and translate into graphic form.

Ability to design, construct or oversee the construction of, and set up exhibits and displays.

Ability to employ a variety of artistic media.

Ability to work independently with general supervision.

Ability to exercise judgment and discretion.

Ability to establish and maintain effective working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with specialization in commercial art.

OR

An associates degree in Commercial Art plus two years of full-time, paid professional experience. (One year of full-time, paid professional experience in varied commercial artwork may be substituted for each year of formal education).